

**BY ORDER OF THE COMMANDER  
309TH MAINTENANCE WING**

**309TH MAINTENANCE WING  
INSTRUCTION 64-102**



**8 FEBRUARY 2012**

***Contracting***

**WIDE AREA WORKFLOW (WAWF)**

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OPR: 309 MXW/OBC

Certified by: 309 MXW/OB  
(Mr. Bernard Josten)

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This 309th Maintenance Wing (309 MXW) instruction defines procedures and responsibilities applicable to the review, validation and receipt of wide area workflow (WAWF) receiving reports within the 309 MXW on contracts at Hill Air Force Base, Utah. This instruction applies to all military and civilian personnel in the 309 MXW. This is a new document and must be completely reviewed. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional chain of command.

**1. General Information.** WAWF is a secure web-based system for electronic invoicing, receipt and acceptance of contracted goods and services. WAWF creates a virtual folder to combine the three documents required to pay a vendor the contract, the invoice, and the receiving report. The WAWF application enables electronic form submission of invoices, government inspections and acceptance of documents in order to support the Department of Defense (DoD) goal of moving to a paperless acquisition process. It also provides the technology for government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation via interactive web-based applications. Authorized DoD users are notified of pending actions by e-mail, and are presented with a collection of documents required to process the contracting or financial action. It uses public key infrastructure to electronically bind the digital signature to provide non-refutable proof that the user (electronically) signed the document

and its content. WAWF is the system that allows DoD to reach its e-invoicing goals and reduce interest penalties due to lost or misplaced documents.

## **2. Responsibilities/Procedures.**

### **2.1. WAWF Acceptor Appointment:**

2.1.1. WAWF acceptance will be restricted only to those individuals who have been properly identified as WAWF acceptors in purchase requests and related contracts. WAWF acceptors should only accept contractor invoices for payment when the following occurs:

- 2.1.1.1. Familiar with the contracts from which the invoices are generated;
- 2.1.1.2. Satisfied the billed amounts are appropriate;
- 2.1.1.3. Have adequate supporting documentation (i.e., man-hours, monthly summary reports, etc.).

2.1.2. Supervisors of all individuals functioning as WAWF primary/alternate acceptors will assure:

2.1.2.1. Acceptors are formally appointed through properly completed and coordinated appointment letters ([attachment 2](#)) for specific contracted services, with a period of performance greater than 6 months for which they are responsible.

2.1.2.1.1. Completed appointment letters are retained in the WAWF acceptors and applicable management official's files.

2.1.2.1.2. Copies of the completed appointment letters are forwarded to applicable contracting officer and the 309 MXW Acquisition Management Support Office (309 MXW/OBC) WAWF focal point.

2.1.2.2. All assignments of primary and alternate acceptors are kept current for all Department of Defense Activity Address Code (DoDAACs).

2.2. The vendor, upon delivering goods or services according to contract terms, submits an invoice and receiving report in WAWF.

### **2.3. The 309 MXW WAWF Acceptor:**

2.3.1. Receives email notification from the WAWF system regarding the vendor's submission of invoice and receiving report, or does periodic research by DoDAAC for receiving reports awaiting action.

2.3.2. Accesses the WAWF system under Acceptor – Receiving Report. The receiving report (i.e., shipment number) is located under the government tab acceptance folder 'Ship To' DoDAAC.

2.3.3. Verifies contract and invoice data are correct by clicking on shipment number. Compares contract and contract mods, receiving reports, contract line item number, quantity, accounting classification reference number, unit of issue, and funds availability to ensure the information submitted is accurate.

2.3.4. Obtains verification of receipt of goods/service when acceptor is not the direct customer. Verifies the customer has received the goods/services according to what was invoiced, and the contract terms.

2.3.5. Completes acceptance/rejection of receiving reports in WAWF within the acceptance folder.

2.3.5.1. Uploads customer verification documentation (i.e., email, signed tracking sheet, etc.).

2.3.5.2. Accepts or rejects the claim within 7-calendar days of invoice receipt (3-calendar days for construction invoices). Documents all rejections and reasons for the rejections under the Acceptor – Receiving Report Misc tab, and emails the group administrator that action has been completed at [Hill.WAWF.Helpdesk@hill.af.mil](mailto:Hill.WAWF.Helpdesk@hill.af.mil).

2.3.6. Ensures accepted claims are complete. **NOTE:** Rejected claims must repeat the steps identified above after resubmission.

### 3. Training.

3.1. WAWF training can be found at the WAWF website <https://wawf.eb.mil/>. This web-based training (WBT) course provides a first look at the WAWF system. It's an overview of the different areas of WAWF. The WBT site contains demos for navigating, creating, and working different types of documents in the WAWF system.

3.2. The DoD also provides a Hands-On Practice System Site, which is a mirror-image of the real WAWF system. Users can practice what you learned in this course by creating or taking action on example receipts and acceptance documents. The link to this training is provided on the WAWF training website referenced in [paragraph 3.1](#)

### 4. Policies.

4.1. The 309 MXW Acquisition Management Support Office (<https://org.eis.afmc.af.mil/sites/309MXW/OBC/default.aspx>), and the 75th Comptroller Squadron/Financial Management Accounting Section (75 CPTS/FMAS) ([Hill.WAWF.Helpdesk@hill.af.mil](mailto:Hill.WAWF.Helpdesk@hill.af.mil)) have WAWF focal points that are available to assist with WAWF procedures. The WAWF program office help desk email address is [cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil), phone (866)-618-5988.

4.2. The Prompt Payment Account is accessible at [http://comptroller.defense.gov/fmr/10/10\\_07.pdf](http://comptroller.defense.gov/fmr/10/10_07.pdf), and the DoD Financial Management Regulation which is accessible at <http://comptroller.defense.gov/fmr/>, are the governing policies for WAWF.

ALLAN E. DAY, Col, USAF  
Commander, 309th Maintenance Wing

**Attachment 1****GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

*DoD Financial Management Regulation*, 7 September 2011

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**AF IMT**—Air Force Information Management Tool

**AFMAN**—Air Force Manual

**DoD**—Department of Defense

**DoDAAC**—Department of Defense Activity Address Code

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**WAWF**—Wide Area Workflow

**WBT**—Web-Based Training

**75 CPTS/FMAS**—Comptroller Squadron/Financial Management Accounting Section

**309 MXW**—Maintenance Wing

**309 MXW/OBC**—Acquisition Management Support Office

## Attachment 2

## SAMPLE APPOINTMENT LETTER

Figure A2.1. Sample Appointment Letter

MEMORANDUM FOR *(WAWF Acceptors office/name)*

FROM: 309 MXW/*(Supervisor)*

SUBJECT: Wide Area WorkFlow (WAWF) Acceptor Appointment

1. You are appointed Wide Area WorkFlow (WAWF) acceptors for the contracts indicated below:

(Acceptor name)- (Primary)	(DoDAAC/BPN)	(Contract #)
(Acceptor name)- (Alternate)		

2. It is your responsibility to assure billed amounts are appropriate and the proper supporting documentation is obtained and retained for all invoices accepted for payment.

## SIGNATURE BLOCK

cc: OO-ALC/PKE (Contracting Officer)  
75 CPTS/FMAS (WAWF Group Administrator)  
309 MXW/OBC (309th WAWF Focal Point)